

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
October 19, 2020 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
2. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 8.
 - b. Minutes from the October 5, 2020 regular meeting.
 - c. Acknowledge the following reports and minutes:
 - License Payment Report for September 2020
 - Project Payment Report for September 2020
 - Parks and Recreation Committee Minutes from the July 9, 2020 special call meeting and the September 10, 2020 regular meeting
 - d. Authorize staff to enter into a contract with OpenGov, Inc. for budgeting and transparency software, with a total first-year cost of \$99,008.02 for implementation and licensing and two additional years at an annual licensing cost of \$41,104.49.
 - e. Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2021.
 - f. Acknowledge City of Shawnee Holiday Schedule for 2021.

g. Mayor's Appointments:

Community Service Contract Review Committee

Rev. Ray Belford 2nd Full Term Expires: January 1, 2024
Reappointment

Ken McDowell 2nd Full Term Expires: January 1, 2024
Reappointment

3. Presentation by Animal Control to present the Pet of the Week.
4. Mayor's Proclamations:

"James Harrod Day"
October 6, 2020
5. Consider an appointment of a City Commissioner to the Shawnee Community Beautification Committee.
6. Consideration of an ordinance amending portions of Chapter 2, Section 2-5 – Sale of non-real estate property of the Shawnee City Code of Ordinances, relating to the sale of non-real estate property owned by the City of Shawnee; allowing the sale of surplus non-real estate property to be by public auction, sealed bids, or on-line auction services as directed by the City Commission; setting notice requirements; and providing for codification, repealer, and severability and declaring an emergency.
7. Consideration of an ordinance relating to the purchase of supplies and equipment; amending Subsection (b), Section 2-107, Article III of Chapter 2 of the Code of the City of Shawnee, Oklahoma; raising the budgeted amount the City Manager may contract for to obtain supplies, materials, and equipment for the City to Fifty Thousand Dollars (\$50,000.00) without prior approval of the City Commission; providing for severability and declaring an emergency.
8. Public hearing and consideration of an ordinance to rezone property located at 6-20 West MacArthur Street, containing 1.29-acres, from C-3 (Highway Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of an outdoor gathering space containing food trucks, on-premise sale and consumption of alcohol, pop-up shops, and restrooms. Case No. P15-20, Applicant: GCR Sunset Enterprises, LLC.
(Deferred from the September 21, 2020 City Commission meeting.)
9. Consider Bids:
 - a. Purchase of 0.32 acres, more or less, of improved land, generally located at 229 North Kickapoo Street, Shawnee, Oklahoma 74801. (Open)
10. Acknowledge monthly Sales Tax and Budget Report.

11. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)

12. Commissioners Comments

13. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Regular Board of Commissioners

2. b.

Meeting Date: 10/19/2020

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the October 5, 2020 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

OCTOBER 5, 2020 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session, Monday, October 5, 2020 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 12:13 p.m. on October 2, 2020. Mayor Bolt presided and Ms. Amiyah Spears called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Bob Weaver
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Pastor Ben Hill, Frontline Church

FLAG SALUTE

Mayor Bolt announced the Oklahoma Baptist University (OBU) state and local government class was in attendance.

AGENDA ITEM NO. 1:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Mike Little spoke regarding the bank building on the corner of Main Street and Broadway Avenue being added to the National Register of Historic Places. He explained the future plans for the building with Central Oklahoma Community Action Agency (COCAA).

Ms. Miriam Bell with United Way of Pottawatomie County provided an update on the 2021 United Way Campaign. Mrs. Bell listed services the United Way program provides. She also thanked the City of Shawnee for their support.

Ms. Erin Stevens with the Heart of Oklahoma Exposition Center thanked the Shawnee community for the ongoing support of recent events. She advised that Halloween Town 2020 will be on Saturday, October 17, 2020 from 2:00 p.m. to 6:00 p.m. at the Fred Humphrey's Pavilion. Ms. Stevens advised that in lieu of an admission fee, they are hosting a food drive in partnership with the Pottawatomie County Community Market.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the September 21, 2020 regular meeting.
- b. Acknowledge the following minutes:
 - Shawnee Community Beautification Committee Minutes from the August 20, 2020 regular meeting
 - Wes Watkins Reservoir Oversight Committee Minutes from the December 5, 2019 regular meeting
- c. Acknowledge receipt of Pioneer Library Systems Revised Budget for July 1, 2020 through June 30, 2021.
- d. Acknowledge receipt of Pioneer Library System Audit for the Year Ended June 30, 2020.
- e. Authorize staff to purchase a concrete walk behind saw for use by the Street Department from Kinnunen Sales and Rental in the total amount of \$27,770.65, plus estimated freight of \$295.00.
- f. Authorize staff to purchase annual deicing materials for use by the Street Department from Central Salt in the total amount of \$30,045.00.
- g. Authorize staff to purchase a 2021 Chevrolet 3500 Crew Cab for primary use by the Shawnee Parks Department from Carter Chevrolet at state bid price in the total amount of \$44,047.00.

- h. Authorize staff to purchase a security system for use at the Shawnee Twin Lakes from Security Lines US in the total amount of \$25,870.00.

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to approve Consent Agenda Item Nos. 2(a-h). Motion carried 7-0.

AYE: Matthews, Rutherford, Sehorn, Salter, Weaver, Flood, Bolt

NAY: None

AGENDA ITEM NO. 3:

Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Spoon presented Kodiak, a male canine. She also announced an adoption event being held at Lowe's on Saturday, October 10, 2020 from 9:00 a.m. to 2:00 p.m.

AGENDA ITEM NO. 4:

Consider approval of Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office.

Mr. Bryan Logan, CDBG Program Manager, provided a staff report. He advised that the United States Department of Housing and Urban Development (HUD) requires a five-year Consolidated Plan for Housing and Community Development.

A motion was made by Commissioner Flood, seconded by Commissioner Sehorn, to approve a Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office. Motion carried 7-0.

AYE: Flood, Sehorn, Salter, Matthews, Weaver, Bolt, Rutherford

NAY: None

AGENDA ITEM NO. 5:

Consider an ordinance relating to the Comprehensive Plan, amending Chapter 22 of the Shawnee Municipal Code by creating a new Article VIII of Chapter 22, providing for the creation and adoption of the Comprehensive Plan; providing for repeal; providing for severability; providing for

codification; and providing for emergency clause.

Ms. Rebecca Blaine, Planning Director, advised the 2040 Comprehensive Plan was adopted last October. She stated the amendment process previously approved was vague. Ms. Blaine noted that an amendment had been made to the draft ordinance in Section 22-728(2)(g)(1) replacing the title City Planner with City Commission for final approval. Ms. Blaine stated that Staff recommended a quarterly amendment review instead of an annual review.

The Commission discussed the proposed requirement of a two-thirds (2/3) vote of the City Commission verses a simple majority vote for approval.

A motion was made by Commissioner Weaver, seconded by Vice Mayor Rutherford, to approve the ordinance as presented with the exception of amending the term City Planner to City Commission in Section 22-728(2)(g)(1) and to strike the language requiring a two-thirds (2/3) majority vote and replace it with a simple majority vote for approval in Section 22-728(2)(g)(5).

Ordinance No. 2701NS was introduced.

AN ORDINANCE RELATING TO THE COMPREHENSIVE PLAN, AMENDING CHAPTER 22 OF THE SHAWNEE MUNICIPAL CODE BY CREATING A NEW ARTICLE VIII OF CHAPTER 22, PROVIDING FOR THE CREATION AND ADOPTION OF THE COMPREHENSIVE PLAN; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EMERGENCY CLAUSE.

Motion carried 6-1.

AYE: Weaver, Rutherford, Sehorn, Matthews, Flood, Bolt

NAY: Salter

Ordinance No. 2701NS was adopted by the City Commission.

A motion was made by Commissioner Weaver, seconded by Commissioner Matthews, to approve the emergency clause relating to Ordinance No. 2701NS. Motion carried 6-1.

AYE: Weaver, Matthews, Flood, Bolt, Rutherford, Sehorn

NAY: Salter

AGENDA ITEM NO. 6:

Consider a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma establishing a fee for the administrative fee for the filing of an application to amend the Comprehensive Plan, pursuant to Chapter 22, Article VIII; and providing for the re-adoption of the City Fee Schedule in whole.

Rebecca Blaine, Planning Director, provided a staff report explaining the administrative fee for the filing of an application to amend the Comprehensive Plan was \$370.00 with an additional fee of \$6.00 per property owner to be notified.

Resolution No. 6622 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA ESTABLISHING A FEE FOR THE ADMINISTRATIVE FEE FOR THE FILING OF AN APPLICATION TO AMEND THE COMPREHENSIVE PLAN, PURSUANT TO CHAPTER 22, ARTICLE VIII; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

A motion was made by Commissioner Flood, seconded by Commissioner Matthews, to approve a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma establishing a fee for the administrative fee for the filing of an application to amend the Comprehensive Plan, pursuant to Chapter 22, Article VIII; and providing for the re-adoption of the City Fee Schedule in whole. Motion carried 5-2.

AYE: Flood, Matthews, Bold, Rutherford, Sehorn

NAY: Weaver, Salter

AGENDA ITEM NO. 7:

Consider Bids/Requests for Qualifications (RFQ):

- a. Santa Fe Depot Historic Roof Project (RFQ) (Award)

RFQ Submittals

- Walker Consultants, Dallas, Texas
- Garver, North Little Rock, Arkansas
- WJE Inc. (Wiss, Janney, Elstner Associates), Irving, Texas

- GH2 Preservation Architects, Tulsa, Oklahoma
- TAP, Oklahoma City, Oklahoma

Mr. James Bryce, Director of Operations, provided a staff report. He advised five Recommendation for Qualifications (RFQ's) were received. Staff has reviewed the RFQ's and recommends GH2 Preservation Architects of Tulsa, Oklahoma for the Santa Fe Depot Historic Roof Project.

A motion was made by Commissioner Sehorn, seconded by Commissioner Weaver, to authorize Staff to begin negotiations with GH2 Preservation Architects to develop a contract for services to design and engineer the replacement of the Santa Fe Depot Historic Roof. Motion carried 7-0.

AYE: Sehorn, Weaver, Flood, Bolt, Rutherford, Salter, Matthews

NAY: None

AGENDA ITEM NO. 8:

New Business (Any matter not known, or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 9:

Commissioners Comments

Commissioner Matthews stated he enjoyed tonight's discussion.

Commissioner Weaver apologized to Commission members and Staff. He stated he has a lot of concerns and is serving on the City Commission to make a difference and involve the public.

Commissioner Weaver expressed his appreciation of the Parks Department maintaining areas around the Community.

Commissioner Flood thanked Staff and Planning for preparing the Comprehensive Plan amendment process. He also stated he has noticed grounds and maintenance employees cleaning and taking pride in Shawnee.

Vice Mayor Rutherford expressed his appreciation of getting the Comprehensive Plan amendment process done so quickly. He commented on the improvement of the maintenance of Boy Scout Park.

Commissioner Sehorn also complemented Boy Scout Park. He expressed his approval of the quarterly evaluation of the Comprehensive Plan amendment process.

Commissioner Salter echoed previous Commissioners comments regarding the improvements in local parks. He also thanked citizens for participating in the mask mandate.

Mayor Bolt also echoed Commissioners comments regarding the maintenance of local parks. He commented on improvements along Interstate 40. He thanked City Staff for being responsive with the Comprehensive Plan amendment process.

AGENDA ITEM NO. 10:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:59 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners**2. c.**

Meeting Date: 10/19/2020

Reports & Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for September 2020
- Project Payment Report for September 2020
- Parks and Recreation Committee Minutes from the July 9, 2020 special call meeting and the September 10, 2020 regular meeting

Attachments

License Payment Report

Project Payment Report

Parks and Recreation Minutes 07/2020

Parks and Recreation Minutes 09/2020

10/12/2020 7:05 AM	L I C E N S E P A Y M E N T R E P O R T						PAGE: 1	
LICENSES: THRU ZZZZZZZZZZ	SORTED BY: CODE			PAYMENT DATES: 9/01/2020 TO 9/30/2020				
===== PAYMENT DISTRIBUTION =====								
LICENSE	PERIOD	CODE	ISSUED TO	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
021031	8/19/20- 8/18/21	ALARM	KOHL'S DEPARTMENT STORE IN	15.00CR	.00	.00	.00	15.00CR
024788	10/24/20-10/23/21	ALARM	BENTON TAX SERVICE	15.00CR	.00	.00	.00	15.00CR
024789	10/24/20-10/23/21	ALARM	BENTON, JR., ELBERT J	15.00CR	.00	.00	.00	15.00CR
030122	10/12/20-10/11/21	ALARM	JOHNSON, SANDRA J	15.00CR	.00	.00	.00	15.00CR
033009	8/28/20- 8/27/21	ALARM	WILSON, KELLI	15.00CR	.00	.00	.00	15.00CR
033135	10/05/20-10/04/21	ALARM	BRADY, RONDA G	15.00CR	.00	.00	.00	15.00CR
033730	8/19/20- 8/18/21	ALARM	LOFTIS, KELSI D	15.00CR	.00	.00	.00	15.00CR
033740	9/05/20- 9/04/21	ALARM	SCHMIDT, MAGIN E	15.00CR	.00	.00	.00	15.00CR
033747	9/13/20- 9/12/21	ALARM	BUSS, EDWIN D	15.00CR	.00	.00	.00	15.00CR
033754	9/17/20- 9/16/21	ALARM	MURPHREE, KARLY D	15.00CR	.00	.00	.00	15.00CR
033759	9/19/20- 9/18/21	ALARM	WHITE, LOIS H	15.00CR	.00	.00	.00	15.00CR
033761	9/24/20- 9/23/21	ALARM	ROSS DRESS FOR LESS #1059	15.00CR	.00	.00	.00	15.00CR
033773	10/02/20-10/01/21	ALARM	ADAMS, KIMBERLY	15.00CR	.00	.00	.00	15.00CR
034039	9/18/20- 9/17/21	ALARM	CARMICHAEL, SANDRA K	25.00CR	.00	.00	.00	25.00CR
007705	4/01/20- 3/31/21	ELECC	WILLIAMS, WENDALL R	75.00CR	.00	.00	.00	75.00CR
011834	10/01/20- 9/30/21	ELECC	MADSON, LARRY	75.00CR	.00	.00	.00	75.00CR
023577	9/29/20-10/31/20	ELECC	ALLEN, MITCHELL G	175.00CR	.00	.00	.00	175.00CR
032302	9/01/20- 8/31/21	ELECC	ERVIN, TERRY L	75.00CR	.00	.00	.00	75.00CR
033351	8/01/20- 7/31/21	ELECC	MCKIDDY, CAL S	75.00CR	.00	.00	.00	75.00CR
034028	7/31/20- 7/30/21	ELECC	MITCHELL, BRYAN L	100.00CR	.00	.00	.00	100.00CR
010325	9/24/20- 9/23/21	LAKELEASE	BENTON, BETTE	731.00CR	.00	.00	.00	731.00CR
010339	9/08/20- 9/07/21	LAKELEASE	GABEL, TOM	731.00CR	.00	.00	.00	731.00CR
010347	9/17/20- 9/16/21	LAKELEASE	BARRETT, JOHN A JR	731.00CR	.00	.00	.00	731.00CR
010350	9/27/21- 9/05/22	LAKELEASE	TEEL, DAVE	731.00CR	.00	.00	.00	731.00CR
015530	9/03/20- 9/02/21	LAKELEASE	ADAMS, RUSSELL	731.00CR	.00	.00	.00	731.00CR
017953	10/20/20-10/19/21	LAKELEASE	ROE, TERESA	731.00CR	.00	.00	.00	731.00CR
022707	8/21/20- 8/20/21	LAKELEASE	LOVELACE, DONALD	731.00CR	.00	.00	.00	731.00CR
027722	9/08/20- 9/07/21	LAKELEASE	HAYS, JOHN	731.00CR	.00	.00	.00	731.00CR
027834	9/08/20- 9/07/21	LAKELEASE	BODKIN, DUSTIN C	731.00CR	.00	.00	.00	731.00CR
027868	9/08/20- 9/07/21	LAKELEASE	MABRY, DEAN F	731.00CR	.00	.00	.00	731.00CR
027981	10/05/20-10/04/21	LAKELEASE	LANDWERT, LESLIE S	731.00CR	.00	.00	.00	731.00CR
028046	9/25/20- 9/24/21	LAKELEASE	MARILYN J MOORE LIVING TR	731.00CR	.00	.00	.00	731.00CR
031643	9/19/20- 9/18/21	LAKELEASE	WOLFE, RANDY E	731.00CR	.00	.00	.00	731.00CR
031812	10/03/20-10/02/21	LAKELEASE	GARNER, MONTY	731.00CR	.00	.00	.00	731.00CR
031813	10/03/20-10/02/21	LAKELEASE	GARNER, MONTY	731.00CR	.00	.00	.00	731.00CR
033735	9/04/20- 9/03/21	LAKELEASE	CANNON REVOCABLE LIVING T	731.00CR	.00	.00	.00	731.00CR
015556	8/20/20- 8/19/21	LIQR	RED BALL LIQUOR	600.00CR	.00	.00	.00	600.00CR
033755	10/17/20-10/16/21	MARIJ-1	CAPITAL DANK	1,500.00CR	.00	.00	.00	1,500.00CR
033954	12/31/99-12/31/99	MARIJ-1	BOWLZ LLC	1,500.00CR	.00	.00	.00	1,500.00CR
033985	9/14/20- 3/13/21	MARIJ-1	SLS AGRICULTURAL	1,500.00CR	.00	.00	.00	1,500.00CR
034043	9/24/20- 9/23/21	MARIJ-1	NAMAH CC LLC	1,500.00CR	.00	.00	.00	1,500.00CR
034042	9/22/20- 9/21/21	MARIJ-2	OKLAHOMA ROOTS CANNABIS C	1,500.00CR	.00	.00	.00	1,500.00CR
024872	9/01/20- 8/31/21	MECHC	PAYNE, ROBERT L	75.00CR	.00	.00	.00	75.00CR
532138	10/01/20- 9/30/21	MECHC	HINTON, LARRY J	75.00CR	.00	.00	.00	75.00CR
000220	10/01/20- 9/30/21	PLUMC	KENNEDY, TOMMY	75.00CR	.00	.00	.00	75.00CR
020350	8/01/20- 7/31/21	PLUMC	CHLOUBER, STEVEN A	75.00CR	.00	.00	.00	75.00CR

===== PAYMENT DISTRIBUTION =====								
LICENSE	PERIOD	CODE	ISSUED TO	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
022710	8/01/19- 7/31/20	PLUMC	SALZER, RICHARD	75.00CR	.00	.00	.00	75.00CR
025670	7/01/20- 6/30/21	PLUMC	BREWER, JR., DONALD E	75.00CR	.00	.00	.00	75.00CR
025975	1/01/20-12/31/20	PLUMC	MALLET, ROBERT L	100.00CR	.00	.00	.00	100.00CR
029897	9/04/21- 9/03/22	PLUMC	BRIERLY, CHRISTOPHER G	100.00CR	.00	.00	.00	100.00CR
031918	8/01/20- 7/31/21	PLUMC	STRATEGIER, HENRY R	75.00CR	.00	.00	.00	75.00CR
033980	7/23/20- 7/22/21	PLUMC	WADKINS, KENNY R	100.00CR	.00	.00	.00	100.00CR
034045	9/28/20- 9/29/21	PLUMC	THOMASSON, PALMER D	100.00CR	.00	.00	.00	100.00CR
53255	4/01/20- 3/31/21	PLUMC	GAWF, JAMES	75.00CR	.00	.00	.00	75.00CR
034032	9/15/20- 9/14/21	SOLIC	RUTHERFORD, DENODA	50.00CR	.00	.00	.00	50.00CR
034040	9/22/20- 9/21/21	SOLIC	WILSON, JESSE	50.00CR	.00	.00	.00	50.00CR
034044	9/25/20- 9/25/20	SOLID	LINDSEY, JOSEPH	3.00CR	.00	.00	.00	3.00CR

RECORD TOTAL		INPUT TOTAL	FEE TOTAL	PENALTY TOTAL	TAX TOTAL	INTEREST TOTAL	GRAND TOTAL	
57			21,694.00CR				21,694.00CR	

** LICENSE CODE TOTALS **

		===== PAYMENT DISTRIBUTION =====				
LICENSE CODE	DESCRIPTION	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
ALARM	BURGLAR/FIRE ALARM LICENSE	14	220.00CR			220.00CR
ELECC	ELECTRICAL CONTRACTOR	6	575.00CR			575.00CR
LAKELEASE	LAKE LEASE	16	11,696.00CR			11,696.00CR
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1	600.00CR			600.00CR
MARIJ-1	COM MARIJUANA DISPENSARY	4	6,000.00CR			6,000.00CR
MARIJ-2	COM MARIJUANA GROWER	1	1,500.00CR			1,500.00CR
MECHC	MECHANICAL CONTRACTOR	2	150.00CR			150.00CR
PLUMC	PLUMBING CONTRACTOR	10	850.00CR			850.00CR
SOLIC	SOLICITOR ANNUAL LICENSE	2	100.00CR			100.00CR
SOLID	SOLICITOR DAILY LICENSE	1	3.00CR			3.00CR
TOTAL			21,694.00CR			21,694.00CR

** REPORT CODE TOTALS **

		===== PAYMENT DISTRIBUTION =====				
REPORT CODE	DESCRIPTION	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
111419	MARIJUANA GROWN UNDER COVER	1	1,500.00CR			1,500.00CR
238210	Electrical Contractors	6	575.00CR			575.00CR
238220	Plumbing, Heating, and Air-Con	9	775.00CR			775.00CR
445310	Beer, Wine, and Liquor Stores	1	600.00CR			600.00CR
453998	MARIJUANI STORES, MEDICAL REC	4	6,000.00CR			6,000.00CR
454390	Other Direct Selling Establish	3	103.00CR			103.00CR
522298	All Other Nondepository Credit	14	220.00CR			220.00CR
531190	Lessors of Other Real Estate P	16	11,696.00CR			11,696.00CR
999999	Migrated License	3	225.00CR			225.00CR
TOTAL			21,694.00CR			21,694.00CR

** FEE CODE TOTALS **

===== PAYMENT DISTRIBUTION =====						
FEE CODE	DESCRIPTION	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
ALARM	BURGLAR/FIRE ALARM LICENSE	1	25.00CR			25.00CR
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	13	195.00CR			195.00CR
ELEC1	ELECTRICAL CONTRACTOR INITIAL	1	100.00CR			100.00CR
ELEC2	ELECTRICAL CONTRACTOR RENEW	5	475.00CR			475.00CR
LAKELEASE	LAKE LEASE	16	11,696.00CR			11,696.00CR
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1	600.00CR			600.00CR
MARIJFEE1	MARIJUANA BASE FEE	5	7,500.00CR			7,500.00CR
MECH2	MECHANICAL CONTRACTOR RENEW	2	150.00CR			150.00CR
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR			200.00CR
PLUM2	PLUMBING CONTRACTOR RENEW	8	650.00CR			650.00CR
SOLIC	SOLICITOR ANNUAL LICENSE	2	100.00CR			100.00CR
SOLID	SOLICITOR DAILY LICENSE	1	3.00CR			3.00CR
TOTAL			21,694.00CR			21,694.00CR

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: CODE

PAYMENT DATES: 9/01/2020 TO 9/30/2020

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-4017	OCCUPATIONAL TAX	600.00CR
001-4201	LICENSES	323.00CR
001-4210	REGISTRATIONS	1,575.00CR
001-4218	MEDICAL MARIJUANA LICENSE	7,500.00CR
001-4601	LAKESITE LEASES RENTAL REV	11,696.00CR
799-1023	BANCFIRST GENERAL ACCT	21,694.00

REPORT SELECTION CRITERIA

REPORT SELECTION

LICENSES: THRU ZZZZZZZZZZ
EFFECTIVE DATES: 0/00/0000 TO 99/99/9999
EXPIRATION DATES: 0/00/0000 TO 99/99/9999
PAYMENT DATES: 9/01/2020 TO 9/30/2020
LICENSE CODES: All
REPORT CODES: All
FEE CODES: All

PRINT OPTIONS

SEQUENCE: CODE
REPORT TYPE: SUMMARY
REVERSE PAYMENTS: YES

END OF REPORT

STATUS: ALL

PROJECTS: THRU ZZZZZZZZZZ

SEGMENT CODES: All

PAYMENT DATES: 9/01/2020 TO 9/30/2020

FEE CODES: All

SORTED BY: PROJECT

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
190764	9/22/2020	POPE, CHAD	1824 N ELM AVE	1,151.53CR	
200492	9/03/2020	METRO SIGN CORPORATION	311 E MAIN ST	100.00CR	
200546	9/03/2020	LEANING TREE HOMES LLC	221 E 9TH ST A	142.63CR	
200547	9/03/2020	LEANING TREE HOMES LLC	221 E 9TH ST B	142.63CR	
200548	9/03/2020	LEANING TREE HOMES LLC	221 E 9TH ST C	142.63CR	
200549	9/03/2020	LEANING TREE HOMES LLC	221 E 9TH ST D	142.63CR	
200550	9/04/2020	LEANING TREE HOMES LLC	225 E 9TH ST A	147.95CR	
200551	9/03/2020	LEANING TREE HOMES LLC	225 E 9TH ST B	147.95CR	
200552	9/03/2020	LEANING TREE HOMES LLC	225 E 9TH ST C	147.95CR	
200553	9/03/2020	LEANING TREE HOMES LLC	225 E 9TH ST D	147.95CR	
200764	9/14/2020	SLS AGRICULTURAL	1135 N KICKAPOO AVE	50.00CR	
200768	9/15/2020	LINCOLN, RANDY	17404 MAGNINO RD	259.50CR	
200847	9/17/2020	HENRY, DUSTIN	8 COW TRAIL RD	514.50CR	
200889	9/02/2020	LOMAN DRILLING	16164 PATTERSON RD	100.00CR	
200897	9/16/2020	FREED, JOSHUA	3954 N KICKAPOO AVE 4	516.50CR	
200910	9/03/2020	PERCELL, JANICE R	3718 N BRYAN AVE	29.50CR	
200912	9/08/2020	SMITH, COOPER	1801 N HARRISON AVE	50.00CR	
200914	9/02/2020	STEWART, RANDY L	1800 N ELM AVE	64.50CR	
200922	9/04/2020	CLUCK, BRANDY N	1109 MORNING SIDE CT	29.50CR	
200923	9/02/2020	EPPLE, LAWRENCE E	1049 E 39TH ST	769.50CR	
200924	9/01/2020	MCKIDDY, CAL S	1120 E 10TH ST	54.50CR	
200925	9/01/2020	BOWDEN, CHRISTOPHER K	915 E HIGHLAND ST	54.50CR	
200932	9/11/2020	BROWN, GREG	2689 SOMERSET DR	1,385.19CR	
200937	9/11/2020	RAUSCH COLEMAN HOMES	1908 TIMBER DALE DR	1,174.50CR	
200938	9/11/2020	RAUSCH COLEMAN HOMES	1912 TIMBER DALE DR	1,178.30CR	
200939	9/11/2020	RAUSCH COLEMAN HOMES	1916 TIMBER DALE DR	1,104.99CR	
200940	9/11/2020	RAUSCH COLEMAN HOMES	1937 TIMBER DALE DR	1,104.99CR	
200941	9/11/2020	RAUSCH COLEMAN HOMES	1941 TIMBER DALE DR	1,178.30CR	
200946	9/04/2020	ROTO-ROOTER	604 W KIRK ST	54.50CR	
200948	9/21/2020	THUNDER POOLS & SPAS LLC	1910 COBBLESTONE DR	64.50CR	
200951	9/08/2020	CHILDERS, JIMMY J	1305 E PARKER ST	54.50CR	
200952	9/08/2020	RODGERS, JACK J	611 N DOROTHY AVE	54.50CR	
200953	9/08/2020	DALE'S PLUMBING	639 N BELL AVE	54.50CR	
200957	9/17/2020	TIFFIN PROPERTIES LLC	809 N MCKINLEY AVE	177.05CR	
200958	9/15/2020	BLAKLEY, DARRELL	14702 PATTERSON RD	259.50CR	
200959	9/09/2020	MORTON, DALE	1110 N PENNSYLVANIA AVE	54.50CR	
200960	9/10/2020	MORTON, DALE	1104 N DRAPER AVE	54.50CR	
200961	9/14/2020	MATTHEWS, LARA L	33902 BELCHER RD	60.60CR	
200962	9/10/2020	SMITH, LARRY G	4220 N HARRISON AVE	75.00CR	
200963	9/11/2020	DREAM HOUSING LLC	626 W WALLACE ST	90.00CR	
200965	9/14/2020	KELLY, JIMMY D	15 CONCORD BLVD	29.50CR	
200968	9/14/2020	GCR SUNSET ENTERPRISES LLC	32 W MACARTHUR ST	90.00CR	
200969	9/14/2020	LOVE, TYRE J	1613 WOODSTOCK	129.50CR	
200970	9/17/2020	DAVIS, DONALD M	202 BUTLER DR	54.50CR	

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 9/01/2020 TO 9/30/2020

SORTED BY: PROJECT

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
200971	9/14/2020	BUTTRAM, PATRICK	1027 N HARRISON AVE	280.00CR	
200972	9/14/2020	BREWER, JR., DONALD E	1809 HUNTERS RIDGE DR	54.50CR	
200973	9/14/2020	SAN PEDRO, MICHAEL	420 N KICKAPOO AVE	90.00CR	
200974	9/14/2020	SPARKS, ARTHUR	4101 BLAINE RD	104.50CR	
200975	9/16/2020	ROWDY BOYS PLUMBING	33 W MIDLAND ST	429.50CR	
200978	9/25/2020	ROMEIKE, RYAN	15807 SLEEPY HOLLOW RD	54.50CR	
200984	9/17/2020	LOVE'S HVAC REFRIGERATION	1203 MARK ST	54.50CR	
200986	9/17/2020	COMPLETE PLUMBING LLC	204 W WALLACE ST	54.50CR	
200988	9/17/2020	CHILDERS, JIMMY J	2105 N TUCKER AVE	54.50CR	
200989	9/17/2020	CHILDERS, JIMMY J	105 E EMMETT ST	54.50CR	
200990	9/17/2020	POWELL, JOSHUA H	901 N MCKINLEY AVE	54.50CR	
200993	9/18/2020	CACTUS PLUMBING LLC-SHAWNEE	1217 N MARKET AVE	54.50CR	
201000	9/29/2020	SAENZ, JOSE E	33904 BELCHER RD	234.00CR	
201002	9/18/2020	HANNA, KEVIN L	2124 W BENEDICT ST	90.00CR	
201003	9/21/2020	JIMMY B QUICK PLUMBING	16 CROWN POINT	54.50CR	
201004	9/21/2020	MANKIN, JERRY	512 W WALLACE ST	54.50CR	
201006	9/22/2020	OKLAHOMA ROOTS CANNABIS CO	5825 N HARRISON AVE C	50.00CR	
201008	9/23/2020	MANKIN, JERRY	123 W HIGHLAND ST	379.50CR	
201009	9/23/2020	QUALITY PLUMBING CO	123 W HIGHLAND ST	60.00CR	
201013	9/24/2020	NAMAH CC LLC	2401 N HARRISON AVE 300	50.00CR	
201014	9/29/2020	GIZA, RUTH W	525 W WALLACE	217.00CR	
201016	9/24/2020	CHLOUBER, STEVEN A	651 N BEARD AVE	54.50CR	
201019	9/25/2020	BOREN, AARON	2 TIMBER CREEK DR	79.50CR	
201022	9/25/2020	HOPKINS, TERRY	8 TURKEY KNOB ST	90.00CR	
201025	9/28/2020	REED, JEREMIAH L	928 N TUCKER AVE	208.50CR	
201033	9/29/2020	AAA ELECTRICAL CONTRACTOR INC	3306 N KICKAPOO AVE 110	129.50CR	
201036	9/30/2020	STANLEY PLUMBING SERVICES	1000 W DUNBAR ST	54.50CR	
201037	9/30/2020	DALE'S PLUMBING	1412 LAVERNE AVE	54.50CR	

TOTAL ALL PROJECTS: 72 16,590.27CR

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 9/01/2020 TO 9/30/2020

SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	8,438.27CR
B3-REMODEL	BUILDING CONSTRUCTION REM	2,281.37CR
B4-CARPORT	BUILDING CARPORT	144.60CR
B4-SHELTER	BUILDING SHELTER	59.00CR
E2-ADD	ELECTRICAL ADDITION	129.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	163.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	368.00CR
P1-NEW	PLUMBING NEW CONSTRUCTION	725.00CR
P2-ADD	PLUMBING ADDITION	54.50CR
P3-REMODEL	PLUMBING REMODEL	1,572.00CR
P4-WELL	WELL PERMIT	100.00CR
UNAPPLIED	UNAPPLIED CREDITS	1,260.53CR
X-BORE/CUT	BORING & PAVING CUT PERMI	60.00CR
X-SIGN	SIGN PERMIT	150.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	129.00CR
X-ZONECLR	ZONING CLEARANCE	50.00CR
Z-BOAAPP	BOA APPLICATION	360.00CR
Z-CONDUSE	CONDITIONAL USE PERMIT	75.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
Z-REZONCUP	REZONE W/ C U P	90.00CR
Z-REZONING	REZONING REQUEST	280.00CR
TOTAL		16,590.27CR

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 9/01/2020 TO 9/30/2020

SORTED BY: PROJECT

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
B-BPLANCK	CONSTRUCTION FEE SQ FT	23	1,398.18CR
B-OTHER	BUILDING CONSTRUCTION OTHER CH	5	149.88CR
B-PLANCK2	BUILDING OTHER PLAN CHECK	5	31.22CR
B-SQFOOT1	CONSTRUCTION FEE SQ FT	23	5,592.96CR
EMISC	ELECTRICAL MISC	3	150.00CR
EREMODEL2	COM ELECTRICAL ADD/REMODEL	1	100.00CR
ETEMPPOLE	TEMPORARY ELECTRICAL POLE	1	25.00CR
MAIRRES	AIR CONDITIONING RESIDENTIAL	1	50.00CR
MMISC	MISCELLANEOUS FEES	3	300.00CR
PMISC	PLUMBING MISC	13	650.00CR
PNEWCON	PLUMBING NEW CONSTRUCTION	2	100.00CR
PNSWR	SEWER TAP FEE	8	3,000.00CR
PNWTR	WATER TAP/MTR FEE	6	1,800.00CR
SIGN	SIGN PERMIT FEE	2	150.00CR
SWIMPOOL	SWIMMING POOL PERMIT	2	120.00CR
UBCCFEE	UBCC STATE FEE	55	247.50CR
WELLFEE	WELL PERMIT FEE	1	100.00CR
X-BORE	BORE PERMIT FEE	1	60.00CR
X-OCCUP	OCCUPANCY PERMIT	2	100.00CR
X-ZONECLR	ZONING CLEARANCE FEE	1	50.00CR
XUNAPPLIED	UNAPPLIED CREDITS	3	1,260.53CR
Z-ZBOAFEE	ZONING BOARD OF ADJUSTMENT FEE	4	360.00CR
Z-ZONING	REZONING FEE	3	445.00CR
ZPNWTR5/8	WATER TAP/MTR FEE 5/8"	1	350.00CR
		TOTAL	16,590.27CR

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 9/01/2020 TO 9/30/2020

SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	220.00CR
001-4202	BUILDING PERMITS	8,432.77CR
001-4203	PLUMBING PERMITS	3,850.00CR
001-4204	ELECTRICAL PERMITS	275.00CR
001-4205	ZONING PERMITS & APPLICATIONS	855.00CR
001-4206	HEATING & A/C PERMITS	350.00CR
001-4249	OTHER PERMITS	370.00CR
001-4822	OTHER MISC. REVENUE	27.50CR
101-4249	OTHER PERMITS	60.00CR
501-4510	WATER TAPS	2,150.00CR
799-1023	BANCFIRST GENERAL ACCT	16,590.27

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ
PROJECT STATUS: All
SEGMENT CODE: All
FEE CODE: All

PAYMENT SELECTION: DATE RANGE FROM: 9/01/2020 THROUGH 9/30/2020

PRINT OPTIONS

SECURITIES ONLY: NO
INCLUDE SECURITIES: NO
SEGMENT DETAIL: NO
INCLUDE REVERSE PAYMENTS: NO
REPORT SEQUENCE: PROJECT
COMMENT CODE:

END OF REPORT

Shawnee Parks and Recreation Committee

Special Call Meeting Minutes

Thursday, July 9th. 2020 8:00am

804 S Park, Shawnee, OK 74801

AGENDA NO 1 Call to Order

Meeting was called to order 8:05am.

AGENDA NO 2 Roll call and Declaration of a Quorum

Commissioner Bob Weaver – present

Sue Winterringer – present

Chad Payn – present

Lynn Gray – **absent**

Mayor Ed Bolt – present

June 2020 minutes approved with Sue Winterringer 1st. and Chad Payn 2nd. All member yes.

AGENDA NO 3 Parks Tour

Park tour and discussion on history and possible future of each location. Group visited each Park in town and at Lake.

Adjournment:

Adjournment at 10:45 With Chad Payn 1st. and Mayor Ed Bolt 2nd. All members yes.

Date 10-8-20

Chairman Chad Payn



Office of the Recreation Manager

Meeting Agenda
Parks and Recreation Committee
September 10th, 2020
3:30pm
804 S Park, Shawnee, OK 74801

Committee Members	Present	Absent
Bob Weaver (Commissioner Seat)	X	
Chad Payn	X	
Sue Winterringer	X	
Staff Members		
James Bryce		X
Kerri Foster	X	
Cody Ellis	X	
Clint Bowen	X	

AGENDA NO 1 Call to Order

Meeting was called to order at 3:32pm by Bob Weaver.

AGENDA NO 2 Roll call and Declaration of a Quorum

AGENDA NO 3 Discussion of new committee member and chairman

Discussion of Lynn Gray resignation and the new seat open from Bob Weaver becoming a commissioner and Ed Bolt Mayor. Bob Weaver was declared the City Commissioner Seat at last commission meeting. A new Chair is to be determined as Bob Weaver was the Chair.

AGENDA NO 4 Discussion and Review of Park Tour

There was much discussion on the Parks Tour from July. A common response was that Shawnee has many more parks than what they realized. Many small and large green spaces, beautiful locations and with many outdated parks. During the tour, it was recognized that a citizen was working on landscaping. It was great to see the local community assisting in taking pride in their neighborhood park.

A suggestion from Chad Payn to work towards connecting city parks together with a paved trail for families. Since Shawnee has such an abundance of parks, finding a way to tie them together would be a costly, but worthy improvement.

Looking at each park overall, the parks have an old, forgotten feel. Most playground equipment appears to be a liability. Bob Weaver asked if there was any discussion of the city selling vacant lots or poorly maintained land. Cody Ellis shared that the Parks Department split the town into sections with 2 crews that held 4-6 employees each. With the low staffing, maintenance is a struggle to not only maintain the amount of land, but just to keep it safe. Selling unwanted areas would lower the cost of maintenance and increase the amount of time in the parks and areas that need more attention.

Discussion and recognition was made about the Rotary Club acquiring a grant and had installed Bike Racks at 5 Parks. The following parks had new bike racks installed: Boy Scout, Optimist, Mihura, Weigant, and Lions Club.

AGENDA NO 5 Review and Recommendations of Park Design Plans

The attached park designs were reviewed and suggestions were made by the committee:

Woodland Park

Look to add restrooms to both sides of park.

Asked to have input / communication on Blue Zones involvement with the project.

Discussion was brought to the committee by Commissioner Bob Weaver. He shared that the Avedis Foundation, whom funds Blue Zones, would donate funds to the City project to complete Blue Zones Marquee Project. Details were unclear on what capacity the involvement would be. Discussion and suggestion to ensure the committee and city staff were involved in the discussion on the involvement of this entity and the project plans.

Kids Space

Look to add restrooms on the north side of the park by the courts and skate park.

Add additional parking on the north side if possible.

Lighting on the East side

Link the walking trail with new sidewalk coming from the North.

Zip line on the North East side.

Requests for the front were to have a staff person hired to work weekends to check out equipment to help with parties and events.

Discussion was made on how the upkeep would be managed for these projects long-term. Upkeep and programming would be a prominent need for maintaining the image of the department. Cody Ellis shared that current staff is taxed with what they currently have for ground maintenance. Kerri Foster shared that her facility program coordinator position has not been filled for a couple years. Chad Payn asked a question to propose a request to Blue Zones or Avedis Foundation to supply a trust fund for the Department to have a dedicated source of funding each year so the department does not rely solely on tax revenue for maintenance and programming.

The group discussed the priority of ground breaking on the park projects and spoke to the current risk of liability at Kids Space Park. Due to the high liability of dilapidated equipment, starting on that particular park first would be ideal. Committee also discussed that starting on both projects together would be best as it would more than likely cut costs.

AGENDA NO 6 Staff Updates

Kerri Foster presented updates for Department participation. A summary of Shawnee Splash attendance was given. She shared that they maintained a 50% capacity throughout the season to increase distancing. The 2020 season had 18,232 visits. Splash normally sees around 33,000 patron visits each season. The Splash opened two and a half weeks late into the season. Kerri shared that these numbers were good with those considerations being just a little over half of normal. Attendance each day seem to reflect the day to day COVID-19 reports from the Health Department as patrons seemed to limit exposure. Splash hosted 59 birthday parties. Normally, Splash hosts around 100. Kerri reported that the Senior Recreation Center is still seeing a lower attendance since COVID. Although, groups are starting to return in small numbers. Our Recreation Dance program is full attendance.

Question was asked by Bob Weaver on the community center basketball goal net missing. Cody Ellis explained the difficulty in maintaining nets on all basketball hoops throughout the parks. Citizens steal nets and the parks department must keep a supply to replace on a constant basis.

Kerri Foster explained that the department is acquiring quotes and feedback from companies to paint outdoor pickleball lines on the basketball court down at the community center on 804 S Park.

AGENDA NO 7 Discussion Community Partnerships at Recreation Facilities

Meeting was adjourned item was not discussed, this agenda item will be placed on next months agenda.

Adjournment: Sue Winterringer moved to adjorn, 2nd Bob Weaver. 5:04pm Adjourned

Date 10-8-20

Chairman Chad Payn

Regular Board of Commissioners**2. d.**

Meeting Date: 10/19/2020

Open Gov, Inc.

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to enter into a contract with OpenGov, Inc. for budgeting and transparency software, with a total first-year cost of \$99,008.02 for implementation and licensing and two additional years at an annual licensing cost of \$41,104.49.

Attachments

Memo

Quote

Scope



OpenGov, Inc. Contract

The City of Shawnee is looking to create a more efficient and inclusive budgeting process internally while also increasing public transparency. The Finance Department is requesting permission to sign a three-year contract with OpenGov, Inc. for a budgeting and transparency software. The total first-year cost for implementation and licensing is **\$99,008.02** with two additional years at an annual licensing cost of **\$41,104.49**. Funds are available to cover the additional expense.

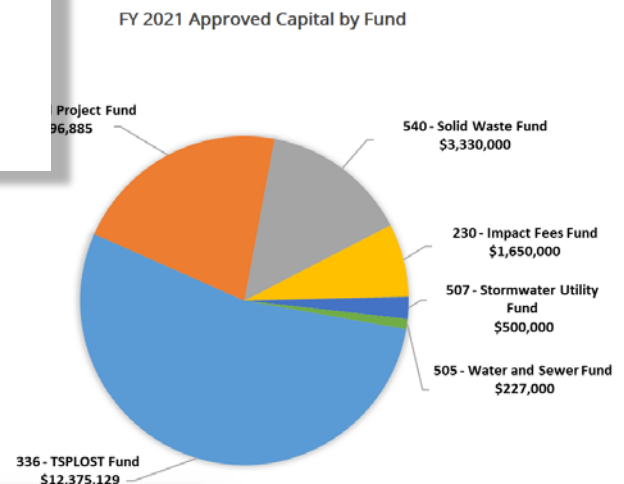
Improving the Budgeting Process

This platform will allow the city to improve budgeting practices internally, moving away from manual spreadsheets to an online system accessible anywhere. Connected to our ERP system, OpenGov will allow Finance to quickly provide financial information to the departments and monitor any current year changes even while preparing for the next year. Among its many features, this software provides dashboards for department heads, forecasting abilities, and allows the city's annual budget to become an interactive document available to the public.

Departments		
Administration Department	Community Development Department	Environmental/ Public Works Department
General Fund Hotel/Motel Fund Special Events Fund Auto Rental Excise Tax Fund City Wide Expenses Fund Group Benefits Fund Workers' Compensation Fund Risk Management Fund	Community Development General Fund Soil Erosion Fund Tree Bank Fund	Water/Sewer Fund Solid Waste Fund Stormwater Fund Fleet Fund
Finance Department	Fire Department	Police Department
Finance Department General Fund	Fire Department General Fund	Police Department General Fund

Table of contents in an OpenGov online budget book.

Interactive capital funds graph in Roswell, GA's interactive budget book.



City of Roswell

Police Department

The Roswell Police Department vows to protect life and property, preserve the peace, and strives to prevent crime, fear, and disorder in the City of Roswell in partnership with all of those who live, work, and travel through our city.

Who we are

The Police Department provides a range of quality police services to the community 24 hours a day. This includes answering citizens calls for service, providing preventative patrol and other crime prevention programs, the enforcement of Federal, State, and local laws, and conducting investigations into known criminal activity and arresting violators of the law. The Police Department is also responsible for the operation of an emergency dispatch center.

The Roswell Police Department is a progressive organization and continues to explore new methods to meet the needs of the community. Publishing this information is another way for us to be transparent, maintain accountability, and to uphold the public's trust.

Interactive page providing information on a city's police department and their budget.



Improving Public Transparency

This platform will allow the city to efficiently and easily provide key financial data to the public in a timely manner. Designed to keep citizens informed, the transparency platform can be customized to display data through a diverse set of graphs, data tables, and pre-set views. Furthermore, stories can be created to keep the public up-to-date on capital projects and current city issues with data updated on a day-to-day basis if necessary.

Interactive look at historical General Fund expenditures



Interactive capital project story with a map, detailed description, and financial data.



Project Details and Priority

Department: Assets and Infrastructure
Project Location: Valley Green Road, Whitmarsh, PA

Priority Level: A

- A:** Project underway and committed to via policy or legislation
- B:** Work required as a result of urgent condition; deferral would mean increased operational (maintenance) expense and / or capital cost
- C:** Project represents stated (in adopted policy or legislation) County priority, will further County mission and / or reduce operational expense
- D:** Department identifies project as an improvement to County assets, can be deferred to accommodate higher priority project

Interactive capital page with supporting tables.

Capital Budget Report





OpenGov Inc. 955 Charter Street
Redwood City, CA 94063
United States

Order Form Number: OG-00004832
Created On: 09/15/2020
Order Form Expiration: 09/30/2020
Subscription Start Date: 10/01/2020
Subscription End Date: 09/30/2023

Sales Representative: Dave Swanson
Email: dswanson@opengov.com
Contract Terms (Years) : 3.00

Customer Information

Customer: City of Shawnee, OK
Bill To/Ship To: PO Box 1448
Shawnee, Oklahoma 74801
United States

Primary Contact: Ashley Neel
Email: ashley.neel@shawneeok.org
Phone: 4058781607

Billing Contact: Ashley Neel
Email: ashley.neel@shawneeok.org
Phone: 4058781607

Order Details

Billing Frequency: Annual
Payment Terms: Net 30

Description:

SOFTWARE SERVICES

Product	Start Date	End Date	Annual Term	Annual Contract Value	Total
Budgeting and Planning	10/01/2020	09/30/2023	3.00	\$41,104.49	\$123,313.47

Software Services Total: 123,313.47

PROFESSIONAL SERVICES

Product	Description	Total
Professional Services Deployment	Custom Deployment from OpenGov Professional Services team. Scope-dependent.	\$57,903.53

Professional Services Total: 57,903.53

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") executed by the parties and attached, or if no such SSA is executed or attached, the SSA at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

City of Shawnee, OK

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:



Statement of Work

City of Shawnee, OK

OpenGov Budgeting and Planning Suite
Solution

Created By Adam J. Weems

SOW Creation Date 08/07/20

Version: 1

Document Number: DD-01204

1. Objective

1.1. Summary

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov”) will perform for City of Shawnee, OK (“Customer”) pursuant to the order for Professional Services agreed to by the parties (“Order Form”) which references the Software Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

OpenGov will enable and support the Customer to deliver on the Scope of Work outlined below. The objective of this Statement of Work is to define the scope, activities, roles and responsibilities, and timeline necessary to successfully execute this deployment project. This project aims to implement the OpenGov Budgeting and Planning Suite for the Customer to enable effective and accountable governing.

1.2. Solution Overview

This SOW defines the scope and deliverables for a successful implementation of the suites of the OpenGov Cloud, as it pertains to the OpenGov Budgeting and Planning Suite.

2. Scope

2.1. Project Scope

The project scope includes the following services and deliverables. Any items not specifically included in scope will be considered out of scope.

OpenGov will provide Professional Services to implement the OpenGov Budgeting and Planning Suite Solution. The below Phases and their associated tasks are organized based on Customer’s solution. Phases and tasks may start concurrently or prior to the previous Phase’s tasks being completed.

Phase 1: Kickoff and Project Planning Phase

Phase 2: Chart of Accounts (CoA)

Phase 3: ERP (Tyler Incode 10) Integration to OpenGov

Phase 4: Operating Budgeting and Workforce Planning

Phase 5: Capital Budget

Phase 6: OpenGov Reporting and Transparency Platform

Phase 7: Online Budget Book

Phase X: Project Closure

2.2. Deliverables

OpenGov Budgeting and Planning Suite Solution	
Functionality	Deliverables
Chart of Accounts	- Review and feedback of Customers source system general ledger chart of accounts - Chart of accounts functional build and review - Chart of accounts configuration and peer review
Financial Integration	- Integration of Customer Financial System - Integration of budget and actuals, with transaction-level detail up to 10 years - Single system connector - Design, map, and validate data from the system - OpenGov Assumes: - The data will be linked to the Customer's chart of accounts. - OpenGov will perform the validation for data accuracy for the Integration, working jointly with the Customer team to approve the Financial Integration data. - OpenGov will require assistance from the Customer to understand source system specific customizations and configurations when building the data extract. - When the source accounting software is hosted by a third party vendor on behalf of the customer, the customer is responsible for brokering OpenGov's access to the customer's data residing at the vendor's premises in accordance with OpenGov's data formatting requirements. - Integration is unidirectional from the Customer's accounting software into OpenGov.
Reporting and Transparency Platform	Transparency (Stories and Open Town Hall) - Configure 1 OpenGov standard story - Open Town Hall site setup and forum theming - Development of 1 standard Open Town Hall topic Reporting & Analytics 3 Standard Reports (Annual, Budget to Actuals, and Transactions) 4 department-specific Budget to Actuals reports - Configure up to 2 Economic Vitality Dashboards of

	Customer choosing • Configure up to 1 financial dashboard for up to 4 departments with to 3 financial tiles per dashboard
Budgeting and Planning	Operating Budget, including Workforce Planning • Initial setup of Customer's Operating Budget • Creation of up to 2 proposal frameworks • 2 budgeting reports (Budget to Actuals and Milestones) • Workforce planning configuration based on Customer-provided documentation and cost elements • 1 Workforce plan • Data formatting and loading • Validate calculations • Administrator training Capital Budget • Initial setup of Customer's Capital Budget • Creation of up to 2 proposal frameworks • 2 budgeting reports (Project and Milestones) • Administrator training
Online Budget Book	• One 90- Minute Conceptualizing Sessions to determine look and feel of Online Budget Book, introduce templates that can be use ○ Including templates such as: ■ Table of Contents ■ Budget message ■ Introduction ■ Revenue and Expenditure Assumptions ■ Budget Summary ■ Departmental Information ■ Debt • Setup up to 3 OpenGov standard templates ○ Including 1 completed story from 1 template • Administrator training ○ One 90-Minute session for training: ■ Using and Copying Templates ■ How Datasets and Reports work in Stories ■ How the Online Budget Book works with Transparency Portal ■ Preparing for updating and ongoing use • Up to 15, 1-hour Working Sessions for OpenGov to consult with Customer on Online Budget Book, scheduled as needed.

	Customer administrators will set up additional project story shells and corresponding project users, and admins/users will add content
OpenGov Standard Training	OpenGov's Standard Training Package includes: • Access to OpenGov University Online • Train the Trainer Program for primary Customer administrator • Training for Customer's specific chart of accounts configuration as well as web-hosted documentation for Customer-specific product configurations • Access to OpenGov Resource Center • Up to 2, remote 90-min product-specific administrator trainings provided by OpenGov • Up to 1, 90-minute user training session for up to 20 participants

2.3. Assumptions and Exclusions

- If there is an FTP integration of 3 .CSV datasets
 - The data will NOT be linked to the Customer's chart of accounts.
 - The Customer will perform the validation for data accuracy for the Integration.
 - Customer will perform the data extraction from the source system and automate it to be dropped in OpenGov FTP location.

3. Schedule

OpenGov will schedule resources for this project upon signature of the Order Form. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the "OpenGov Project Manager") will work with Customer to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and the deliverables provided by Customer.

4. Project Organization

4.1. Project Team

OpenGov

OpenGov will assign a Project Manager (the “OpenGov Project Manager”) upon execution of the SOW. The OpenGov Project Manager will coordinate any additional resources needed from OpenGov.

Customer

Customer will assign a project manager (the “Customer Project Manager”) and technical resource prior to project kick-off. The Customer Project Manager will be the primary contact person at Customer and will coordinate all Customer resources needed to complete the project. It is anticipated that the areas of need will be in Finance, Data Gathering, and the IT department.

4.2. Project Responsibilities

The project responsibilities for each organization are outlined below:

OpenGov

1. Manage delivery of in-scope items in coordination with Customer.
2. Make available deliverables to Customer project team for review and verification.
3. Provide relevant technical details and documentation for data requirements for Customer’s environment.
4. Keep Customer Project Manager informed of project progress and communicate any issues relating to the project in a timely manner.
5. Establish documentation and procedural standards for the project.
6. Review and administer project change control, as described in Section 5, Change Control Procedures.
7. Ensure that all meetings and training sessions are attended by OpenGov personnel, as scheduled.
8. Budget files are exported as .xlsx. OpenGov may assist in formatting that file, but cannot convert files to any other file types

Customer

1. Make available a representative to serve as the primary contact for OpenGov Project Manager to coordinate project activities.
2. Make available appropriate representatives with the authority to review and approve deliverables produced during the project.
3. Make available appropriate Subject Matter Experts (SME) to support the project needs, test integrations and provide Customer environment specific technical details.
4. Setup firewall rules to allow incoming requests from OpenGov’s proxy over HTTP/HTTPS to Customer systems.

5. Communicate any issues relating to the project to OpenGov Project Manager in a timely manner.
6. Provide acceptance of deliverables and Project in a timely manner.
7. If Integration services are purchased, Customer will be responsible for making any configuration changes or modifications to Financial System (ERP) to support integration and make available access for integration to OpenGov software. The Customer will be responsible for ensuring that the versions of Financial System (ERP) running on all environments remain the same across all environments.
8. Customer will be responsible for any infrastructure required to access OpenGov, and will maintain relevant non-OpenGov software licenses and infrastructure needed for this project i.e. accounting system licenses. Please note, OpenGov software is optimized for Google Chrome.
9. The Customer will be responsible for ensuring that all meetings and training sessions are attended by personnel, as scheduled.

5. Change Control Procedures

No amendments, changes or other modifications to this SOW will be effective without a written project change order. The Project Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. The terms of a mutually agreed upon Project Change Order will prevail over those of this SOW or any previous Project Change Orders. Such Project Change Order may require additional charges, which will be set forth in the Project Change Order.

6. Fees and Expenses

6.1. Fees and Payment Terms

All fees and expenses will be paid in accordance with the Order Form to which this SOW is attached. For any Project Change Orders or for any new Professional Services, fees will be mutually agreed upon provided that any hourly fees shall be based on OpenGov's then-current, applicable hourly rate.

6.2. Travel Expenses

All rates and fees are exclusive of work-related travel, living and other expenses. Customer will be billed for actual expenses as incurred.

All Travel and Lodging expenses will be approved in advance in writing by the Customer Project Manager prior to OpenGov incurring any such expenses and booking non-refundable travel expenses. Such expenses shall be in compliance with Customer's travel and expense guidelines provided to OpenGov.

Unless otherwise agreed to by the parties, such travel and expenses shall not exceed \$5,000 for the work specified in this SOW. If additional travel is needed as per discussion with the Customer, it will be mutually agreed upon and be billed as incurred.

1. Appendix 1

Implementation Methodology

OpenGov uses an iterative methodology, with a focus on rapid implementation of a configured system. This methodology requires a degree of focus from the Customer and collaboration between both parties to complete work products in a timely manner.



1. Analyze and Design

- a. **Key Activities:** Discovery, Design Sessions, Solution Document Review
- b. **Key Work Products:** Data Inventory, Functional Model Build, Process Flow Documents, Solution Document
- c. **Summary:** Analyze and Design Phase is the first step of the implementation project. The purpose of this phase is to define the success criteria of the project, make design decisions based on the functional model build, and begin gathering data that needs to be loaded into the OpenGov platform. At the end of the Phase, a Process Flow and Solution Document will be created that outlines how the solutions will be implemented.

2. Configure Phase

- a. **Key Activities:** Application and Solution Configuration, Data Load
- b. **Key Work Products:** Solution Configuration, Peer Review
- c. **Summary:** The Configure Phase consists of application configuration, and solution configuration as defined in the Solution Document. OpenGov will also load the data gathered in the Analyze and Design Phase. The Phase ends with a Peer Review done by an OpenGov Subject Matter Expert to confirm that the solution follows OpenGov best practices.

3. Validate Phase

- a. **Key Activities:** User Acceptance Testing, Data Confirmation
- b. **Key Work Products:** Data Validation, Customer Review
- c. **Summary:** The Validate Phase starts with a review of the entire solution with the Customer project team to confirm that all project elements have been implemented. Once that process has been completed, the Customer will validate that data is being represented accurately in the solution. If any issues are found, OpenGov team will assess the issue and resolve as needed. The Phase ends with the Acceptance of by the Customer.

4. Deploy Phase

- a. Key Activities:** Administrator Training
- b. Key Work Products:** Project Documentation
- c. Summary:** The purpose of the Deploy phase is to complete the Administrator Training process and prep for Go Live of the solution. All project documentation will be provided at this point to the Customer OpenGov Administrator documenting the solution configuration and any specific process flows or user guides. At this point, the solution will be configured and ready to Go Live to end users.

5. Own and Enable Phase

- a. Key Activities:** Go Live, User Training, Transition to Customer Success Manager and Technical Support
- b. Key Work Products:** Project Acceptance, Transition
- c. Summary:** The purpose of the Own and Enable phase is to complete the User Training process, Go Live with the solution, and begin Transition activities to close the project. Post Go Live Support is technical assistance with the project team and issue resolution for the solution during the two week period after Go Live. Once this period has passed, the Project team will begin working on transition activities to the Customer, the CSM, and the Customer Technical Support Function. The Project closes upon the acceptance of the project and a brief survey to provide feedback about the experience.

Regular Board of Commissioners

2. e.

Meeting Date: 10/19/2020

Commission Schedule

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2021.

Attachments

Commission Schedule

2021 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
CITY COMMISSION & RELATED AUTHORITIES

DATE	TIME	PLACE OF
MEETING		
1/19/2021	Tuesday	6:00 p.m.
2/01/2021	Monday	Commission Chambers-City Hall
2/16/2021	Tuesday	16 West 9 th Street, Shawnee, OK
3/01/2021	Monday	"
3/15/2021	"	"
4/05/2021	"	"
4/19/2021	"	"
5/03/2021	"	"
5/17/2021	"	"
6/07/2021	"	"
6/21/2021	"	"
7/06/2021	Tuesday	"
7/19/2021	Monday	"
8/02/2021	"	"
8/16/2021	"	"
9/07/2021	Tuesday	"
9/20/2021	Monday	"
10/04/2021	"	"
10/18/2021	"	"
11/01/2021	"	"
11/15/2021	"	"
12/06/2021	"	"
12/20/2021	"	"

NAME: LISA LASYONE, CMC

TITLE: City Clerk

ADDRESS: P. O. Box 1448

Shawnee, OK 74802-1448

TELEPHONE: (405) 878-1604

Filed in the office of the Municipal Clerk at _____ a.m./p.m. on _____, 2020.

Signed: _____

Clerk/Deputy Clerk

Regular Board of Commissioners

2. f.

Meeting Date: 10/19/2020

Holiday Schedule

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City of Shawnee Holiday Schedule for 2021.

Attachments

Holiday Schedule



Human Resources Department
Interoffice Memo

To: All Non-Union City of Shawnee Employees

From: Jennifer Greenland, HR Director

Date: October 13, 2020

RE: 2021 Holiday Schedule

RECOMMENDED HOLIDAY SCHEDULE FOR 2021

January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King, Jr. Day
February 15, 2021	Monday	Presidents' Day
May 31, 2021	Monday	Memorial Day
July 5, 2021	Monday	Independence Day
September 6, 2021	Monday	Labor Day
November 11, 2021	Thursday	Veteran's Day
November 25, 2021	Thursday	Thanksgiving Day
November 26, 2021	Friday	Day after Thanksgiving
December 23, 2021	Thursday	Christmas Eve
December 24, 2021	Friday	Christmas Day

Approved:

City Manager

Regular Board of Commissioners**2. g.**

Meeting Date: 10/19/2020

Mayor's Appointments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments:

Community Service Contract Review Committee

Rev. Ray Belford	2 nd Full Term	Expires: January 1, 2024
<i>Reappointment</i>		

Ken McDowell	2 nd Full Term	Expires: January 1, 2024
<i>Reappointment</i>		

Attachments

Rev. Belford

McDowell

Kacie Eck

From: Kacie Eck
Sent: Thursday, October 15, 2020 9:36 AM
To: Kacie Eck
Subject: FW: Community Service Contract Review Committee

From: Ray Belford
Sent: Monday, October 12, 2020 5:55 PM
To: Kacie Eck
Subject: Re: Community Service Contract Review Committee

I'm willing to continue. However, if Ed wants someone else on the committee my feelings will not be hurt as he should be free to choose. The only thing that has changed in my background info is that I am two years older than when I first served.

Yours in Christ,
Rev. Ray Belford, Pastor
Shawnee First Christian Church



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Ray Belford</u>	Application Date: <u>3/28/2018</u>
Address: <u>16 Cedar Creek Dr.</u>	Date of Birth: <u>3/8/1946</u>
Mailing Address: <u>16 Cedar Creek Dr. Shawnee, OK 74804</u>	
Daytime Phone: <u>405-275-1519</u> Fax: <u>none</u>	Email: <u>raybelford@hotmail.com</u>
Profession: <u>CHURCH PASTOR</u>	
Business Name: <u>FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)</u>	
Business Address: <u>1625 N. BROADWAY SHAWNEE, OK 74804</u>	
Business Phone: <u>405-275-1519</u> Fax: <u>none</u>	Email: <u>raybelford@hotmail.com</u>

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 70

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☒ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☐ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other _____
--	--

Why are you interested in serving on the Board/Committee/Commission selected above?

I HAVE ALWAYS BELIEVED IN GIVING MY TIME TO CHARITABLE AND PUBLIC SERVICE. ALSO, I WAS ASKED.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I AM A FORMER CITY COMMISSIONER. I AM A RETIRED CPA WITH MORE THAN 25 YEARS AS A CORP. OFFICER. I ALSO HAVE AN MBA AND WAS AN ASSISTANT PROFESSOR OF FINANCE AND MANAGEMENT AT OKLAHOMA CITY UNIVERSITY

What civic or volunteer activities (if any) are you currently involved in?

SERVE ON ADVISORY COUNCIL OF SAWYER ARMY BOYS/GIRLS CLUB. SERVE ON FAMILY SUPPORT TASK FORCE AT YOUTH AND FAMILY RESOURCES. SERVED ON SEDF BOARD (NOW COMMITTEE)

ALSO PRESIDENT OF SHAWNEE MINISTERIAL ASSOCIATION

List education, including degree(s) earned:

BA IN ACCOUNTING - OBU - 1978
MBA FROM OCU - 1982

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

CITY COMMISSIONER 1974-1976
~~BOARD~~ BOARD OF ADJUSTMENT (DON'T REMEMBER YEARS - IN 90s)

Have you ever been charged and/or convicted of a felony?

No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy?

No

If so, please explain:

Please include up to three personal or professional references:

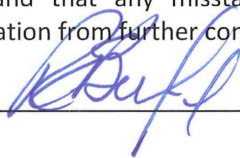
Name	Relationship	Telephone Number
ROBIN TALLEY	MY CURRENT BOARD CHAIR	405-585-9235
JULIO SANCHEZ	BOYS/GIRLS CLUB DIRECTOR	273-1470
NICK SHEPHERD	FRIEND & CHURCH MEMBER	275-2280

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

3/28/2018

Revised March 22, 2018

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Kacie Eck

From: Kacie Eck
Sent: Thursday, October 15, 2020 9:35 AM
To: Kacie Eck
Subject: FW: Community Service Contract Review Committee

From: Ken McDowell
Sent: Monday, October 12, 2020 10:22 AM
To: Kacie Eck
Subject: Community Service Contract Review Committee

I would like to be re-appointed and nothing has changed on my original application.

Ken McDowell
County Manager



First American

First American Title
123 W Highland St, Shawnee, OK 74801
<http://www.firstam.com> | NYSE: FAF

Voice: 405-275-0266
eFax: 866-721-6216
Email: kmcdowell@firstam.com



APPLICATION TO SERVE
Boards, Committees and Commissions

☐ Appointment
☒ Reappointment – Partial/First/Second Term

Name: <u>Ken McDowell</u>	Application Date: _____
Address: <u>510 Northridge</u>	Date of Birth: <u>2-13-53</u>
Mailing Address: <u>510 Northridge</u>	(Cell) <u>420-4055</u>
Daytime Phone: <u>375-0266</u> Fax: <u>366-721-6216</u>	Email: <u>Kmcdowell@FirstAm.com</u>
Profession: <u>Abstractor</u>	
Business Name: <u>First American</u>	
Business Address: <u>123 W. Highland</u>	
Business Phone: <u>375-0266</u> Fax: <u>366-721-6216</u>	Email: <u>Kmcdowell@FirstAm.com</u>

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: Contract Review

How many years have you lived in Shawnee? 42

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☐ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other <u>Contract Review</u>
---	---

Why are you interested in serving on the Board/Committee/Commission selected above?

give back to city

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

42 years of managing a business as owner

What civic or volunteer activities (if any) are you currently involved in?

Kennel, Habitat, Food Bank

List education, including degree(s) earned:

BS Biology

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Yes Planning Commission 10-12 years

Have you ever been charged and/or convicted of a felony? NO
If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? NO
If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Mike Cliver</u>	<u>friend</u>	
<u>James Ward</u>	<u>Friend</u>	

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Kim McFarrell Date 3/28/18

Revised April 4, 2017

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org

Regular Board of Commissioners

4.

Meeting Date: 10/19/2020

Proclamation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"James Harrod Day"
October 6, 2020

Attachments

Proclamation



Proclamation

“James Harrod Day”

Whereas, James Harrod has rendered outstanding service to this community which deserves special recognition; and

Whereas, Mr. James Harrod served the City of Shawnee for 16 years, spending countless hours studying budgets, contracts, and issues; and

Whereas, Mr. James Harrod served on City of Shawnee on the Community Service Contract Review Committee, COEDD Board, Mid-Size City Coalition, Economic Development Board; and

Whereas, Mr. James Harrod served as Vice-Mayor for 8 years; and

Whereas, Mr. James Harrod has been a member of the Masonic Lodge 107, of the 29th district, serving on the Degree Team; and

Whereas, Mr. James Harrod has been pronounced the Shawnee Citizen of the Year and Mr. Mason, 2020.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim this 6th day of October, 2020, to be

“James Harrod Day”

In the City of Shawnee, Oklahoma
Dated this 19th day of October, 2020

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk

Regular Board of Commissioners

6.

Meeting Date: 10/19/2020

Surplus

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an ordinance amending portions of Chapter 2, Section 2-5 – Sale of non-real estate property of the Shawnee City Code of Ordinances, relating to the sale of non-real estate property owned by the City of Shawnee; allowing the sale of surplus non-real estate property to be by public auction, sealed bids, or on-line auction services as directed by the City Commission; setting notice requirements; and providing for codification, repealer, and severability and declaring an emergency.

Attachments

Memo

Ordinance



To: Shawnee City Mayor and Commission,

From: Ashley Neel
City Treasurer/Finance Director

Subject: Ordinance Amending Process for the Surplus of Non-Real Property

This amendment clarifies current city code regarding the surplus of non-real property. Under current code, it is unclear whether a department must receive city commission approval to discard a broken stapler or a pair of used boots. The recommended change creates a tiered system that allows departments to efficiently function while also requiring notification and/or approval by the City Commission for larger items. The changes regarding surplus requirements are broken out below:

- Items with an estimated value of less than \$1,000 may be disposed of through means deemed most appropriate by the city manager.
- Items with an estimated value between \$1,000 and \$5,000 may be disposed of in the manner deemed in the best interest of the city with a list of the disposed property provided to the city commission no later than the second commission meeting after the disposal.
- Items with an estimated value over \$5,000 must be presented to the city commission for approval before disposal. Flexibility is provided by allowing the city manager to request permission from the city commission to dispose of an asset outside of the normal procedures outlined in city code.

ORDINANCE NO. _____NS

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 2 SECTION 2-5 – SALE OF NON-REAL ESTATE PROPERTY OF THE SHAWNEE CITY CODE OF ORDINANCES, RELATING TO THE SALE OF NON-REAL ESTATE PROPERTY OWNED BY THE CITY OF SHAWNEE; ALLOWING THE SALE OF SURPLUS NON-REAL ESTATE PROPERTY TO BE BY PUBLIC AUCTION, SEALED BIDS, OR ON-LINE AUCTION SERVICES AS DIRECTED BY THE CITY COMMISSION; SETTING NOTICE REQUIREMENTS; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY AND DECLARING AN EMERGENCY.

WHEREAS, a proposal has been presented to the City Commission of the City of Shawnee, Oklahoma to amend Chapter 2, Section 2-5 of the Code of Ordinances of the City of Shawnee, Oklahoma, and,

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee, and for the efficient operations of municipal governance.

THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA, THE FOLLOWING:

SECTION 1. That section 2-5 of the Shawnee City Code is hereby amended to read as follows:

Any non-real estate property item owned by the City with an estimated value over Five Thousand Dollars (\$5,000.00) that has been determined by the city commission to no longer be needed for public purposes may be sold by the City at either public auction, by sealed bids or through the use of an on-line auction service as the city commission may direct. If the City Manager determines alternate methods of disposal are in the best interest of the City for a particular item, the City Manager may request City Commission approval of such method. If such sale is to be made at public auction, notice of the sale shall be published in a newspaper of general circulation in the City at least fifteen (15) days prior to the sale. If such sale is to be made pursuant to sealed bids, notice to prospective bidders shall be published in a newspaper of general circulation in the City at least fifteen (15) days prior to the opening of bids. All such bids shall be filed in duplicate. One shall be filed with the City Clerk and the other filed with the City Manager, and such bids shall be accompanied by a non-collusion affidavit. If such sale is to be made through the use of an on-line auction service, notice of the beginning of the sale shall be published in a newspaper of general circulation in the City at least fifteen (15) days prior to the sale. Said notice shall describe the length of time that said on-line auction shall last, with such duration to be determined by the city manager.

Any non-real estate property item with an estimated value between One Thousand Dollars (\$1,000.00) and Five Thousand Dollars (\$5,000.00) and determined by the City Manager to no longer be needed for public purposes may be disposed of through the method deemed in the best interest of the City. A list of property surplus and the method used is to be acknowledged by the City Commission no later than the second City Commission meeting after the disposal.

Any non-real estate property item with an estimated value under One Thousand Dollars (\$1,000.00) and determined by the City Manager to no longer be needed for public purposes may be disposed of through the method deemed appropriate by the City Manager.

Property which is damaged and title to which is required to be transferred to an insurance company as a requirement to settlement of the City's insurance claim shall be exempt from the surplus property requirements of this chapter. Property that is included as a trade-in on new purchases is exempt from the surplus property requirements of this chapter.

SECTION 2: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

SECTION 3: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

SECTION 4: SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the courts so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 5: EMERGENCY. That for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this Ordinance shall be in full force and effect immediately upon passage and approval.

PASSED AND APPROVED this ____ day of _____, 2020

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Emergency clause separately passed and approved on this ____ day of _____, 2020.

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2020.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners**7.**

Meeting Date: 10/19/2020

City Manager Authority

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information**Title of Item for Agenda**

Consideration of an ordinance relating to the purchase of supplies and equipment; amending Subsection (b), Section 2-107, Article III of Chapter 2 of the Code of the City of Shawnee, Oklahoma; raising the budgeted amount the City Manager may contract for to obtain supplies, materials, and equipment for the City to Fifty Thousand Dollars (\$50,000.00) without prior approval of the City Commission; providing for severability and declaring an emergency.

Attachments

Memo

Ordinance



To: Shawnee City Mayor and Commission,

From: Ashley Neel
City Treasurer/Finance Director

Subject: Ordinance Amending City Manager Authority to Purchase

This amendment will allow the city manager to purchase items up to \$50,000 without going before the city commission, an increase from the current \$25,000. Last changed in 2008, this amendment will bring the city manager's purchasing power in line with the Public Competitive Bidding Act of 1974, which is referenced in Article XV, Section 1 of the City Charter. This section of the Charter outlines the city manager's authority to enter into contracts and make purchases.

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE PURCHASE OF SUPPLIES AND EQUIPMENT; AMENDING SUBSECTION (b), SECTION 2-107, ARTICLE III OF CHAPTER 2 OF THE CODE OF THE CITY OF SHAWNEE, OKLAHOMA; RAISING THE BUDGETED AMOUNT THE CITY MANAGER MAY CONTRACT FOR TO OBTAIN SUPPLIES, MATERIALS AND EQUIPMENT FOR THE CITY TO FIFTY THOUSAND DOLLARS (\$50,000.00) WITHOUT PRIOR APPROVAL OF THE CITY COMMISSION; PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1. AMENDATORY. That Sub-section (b), Section 2-107, Article III of Chapter 2 of the Code of the City of Shawnee, Oklahoma, is hereby amended to read as follows:

(b) Pursuant to Article XV, Section 1 of the Charter, the City Manager shall contract for and purchase or shall issue purchase orders for all supplies, materials and equipment for the offices, departments and agencies of the City government in an amount not exceeding Fifty Thousand Dollars (\$50,000.00), if budgeted, without prior approval of the City Commission. If the City Manager contracts for or issues purchase orders for supplies, materials or equipment with funds not previously budgeted, he may only expend up to Ten Thousand Dollars (\$10,000.00) without prior approval of the City Commission. The Commission shall invite competitive written bids upon all contracts or purchases involving expenditures over Fifty Thousand Dollars (\$50,000.00). However, nothing contained in this sub-section shall be construed to prohibit the expenditure of funds, the making of purchases or the letting of contracts without competitive bidding in an emergency.

SECTION 2. SEVERABILITY: The provisions of this ordinance are severable, and if any sentence, provision or other part of this Ordinance shall be held invalid, the decision of the courts so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 3. EMERGENCY: That for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this Ordinance shall be in full force and effect immediately upon passage and approval.

PASSED AND APPROVED this ____ day of _____, 2020.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Emergency clause separately passed and approved on this ____ day of _____, 2020.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2020.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 10/19/2020

Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 6-20 West MacArthur Street, containing 1.29-acres, from C-3 (Highway Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of an outdoor gathering space containing food trucks, on-premise sale and consumption of alcohol, pop-up shops, and restrooms. Case No. P15-20, Applicant: GCR Sunset Enterprises, LLC. *(Deferred from the September 21, 2020 City Commission meeting.)*

Attachments

Ordinance

ORDINANCE NO. _____ NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: THE EAST 112 FEET OF THE WEST 300 FEET OF BLOCK THREE (3), WYANT'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. AND THE WEST 188 FEET OF THE WEST 300 FEET OF BLOCK THREE (3), WYANT'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. LESS AND EXCEPT A TRACT OF LAND DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF SAID BLOCK 3; THENCE NORTHERLY ALONG THE WEST LOT LINE OF SAID BLOCK 3 A DISTANCE OF 7.0 FEET TO POINT OF BEGINNING; THENCE CONTINUING NORTHERLY ALONG THE SAID WEST LOT LINE A DISTANCE OF 15.0 FEET; THENCE SOUTHEASTERLY ON A 45° ANGLE A DISTANCE OF 21.21 FEET TO A POINT; THENCE WESTERLY, PARALLEL TO THE SOUTH LINE OF SAID BLOCK 3, A DISTANCE OF 15.0 FEET TO THE POINT OF BEGINNING. FROM ZONING CLASSIFICATION C-3 (HIGHWAY COMMERCIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) WITH A CUP (CONDITIONAL USE PERMIT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 19th day of October, 2020, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification C-3 (Highway Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit).

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: THE EAST 112 FEET OF THE WEST 300 FEET OF BLOCK THREE (3), WYANT'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. AND THE WEST 188 FEET OF THE WEST 300 FEET OF BLOCK THREE (3), WYANT'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. LESS AND EXCEPT A TRACT OF LAND DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF SAID BLOCK 3; THENCE NORTHERLY ALONG THE WEST LOT LINE OF SAID BLOCK 3 A DISTANCE OF 7.0 FEET TO POINT OF BEGINNING; THENCE CONTINUING NORTHERLY ALONG THE SAID WEST LOT LINE A DISTANCE OF 15.0 FEET; THENCE SOUTHEASTERLY ON A 45° ANGLE A DISTANCE OF 21.21 FEET TO A POINT; THENCE WESTERLY, PARALLEL TO THE SOUTH LINE OF SAID BLOCK 3, A DISTANCE OF 15.0 FEET TO THE POINT OF BEGINNING. FROM ZONING CLASSIFICATION C-3 (HIGHWAY COMMERCIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) WITH A CUP (CONDITIONAL USE PERMIT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 19th day of October, 2020.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 19th day of October, 2020.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

9. a.

Meeting Date: 10/19/2020

Bid Open

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Purchase of 0.32 acres, more or less, of improved land, generally located at 229 North Kickapoo Street, Shawnee, Oklahoma 74801. (Open)

Attachments

Notice



PUBLIC NOTICE OF ACCEPTANCE OF SEALED BIDS

229 N Kickapoo Street, Shawnee, Oklahoma

The City of Shawnee, invites "Bids" for the purchase of 0.32 acres, more or less, of improved land, generally located at 229 N Kickapoo Street, Shawnee, Oklahoma, 74801. **All Bids shall be filed with the City of Shawnee City Clerk by 4:00 PM, October 12, 2020.**

Complete INSTRUCTIONS TO BIDDER, including a copy of the required Bid forms, non-collusion affidavit and details on the property are available between the hours of 8:00 AM and 4:00 PM weekdays at the following location:

Office of the City Clerk
16 West 9th Street
Shawnee, OK 74801-6812



INSTRUCTIONS TO BIDDER

Bids must be submitted to the City of Shawnee, according to the following instructions:

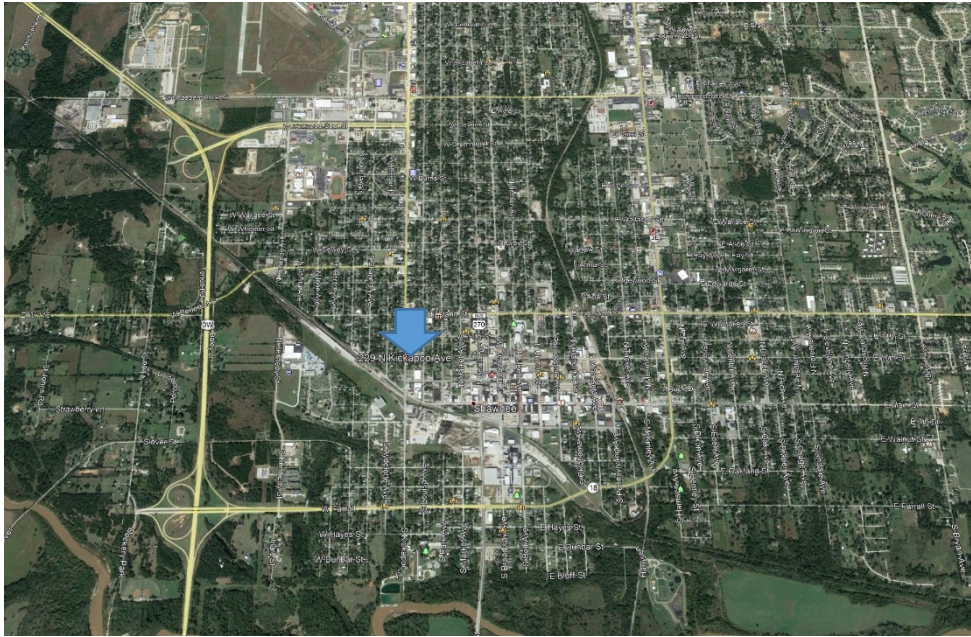
1. The City of Shawnee invites "Bids" submitted on the form attached hereto (Attachment 1). **All** blanks must be appropriately filled in and failure to do so may render the Bid non-responsive.
2. Each Bidder represents that:
 - a. They have read and understand the bidding documents; and
 - b. They have consulted advisors, attorneys or other experts to the extent they deem necessary; and
 - c. Their Bid is based upon "as-where, as-is" condition of the property; and
 - d. They shall be prepared to finalize and close the transaction within thirty (30) calendar days of the City's acceptance of the Bid, in the form of action taken by the City of Shawnee City Commission.
3. All Bid documents shall bear an original signature and be enclosed and sealed in an envelope.
4. All Bids must be clearly marked as "Bid: 229 N Kickapoo, Shawnee, Oklahoma, 74801", along with the full name, business address, email address and phone number of the Bidder.
5. A completed non-collusion affidavit (Attachment 2) must be included with each Bid.
6. Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:00 p.m., October 19, 2020.
7. The City of Shawnee reserves the right to accept or reject any or all Bids for any reason.
8. A minimal bid (reserve) has been set at Forty-One Thousand dollars (\$41,000).

PROPERTY DETAILS

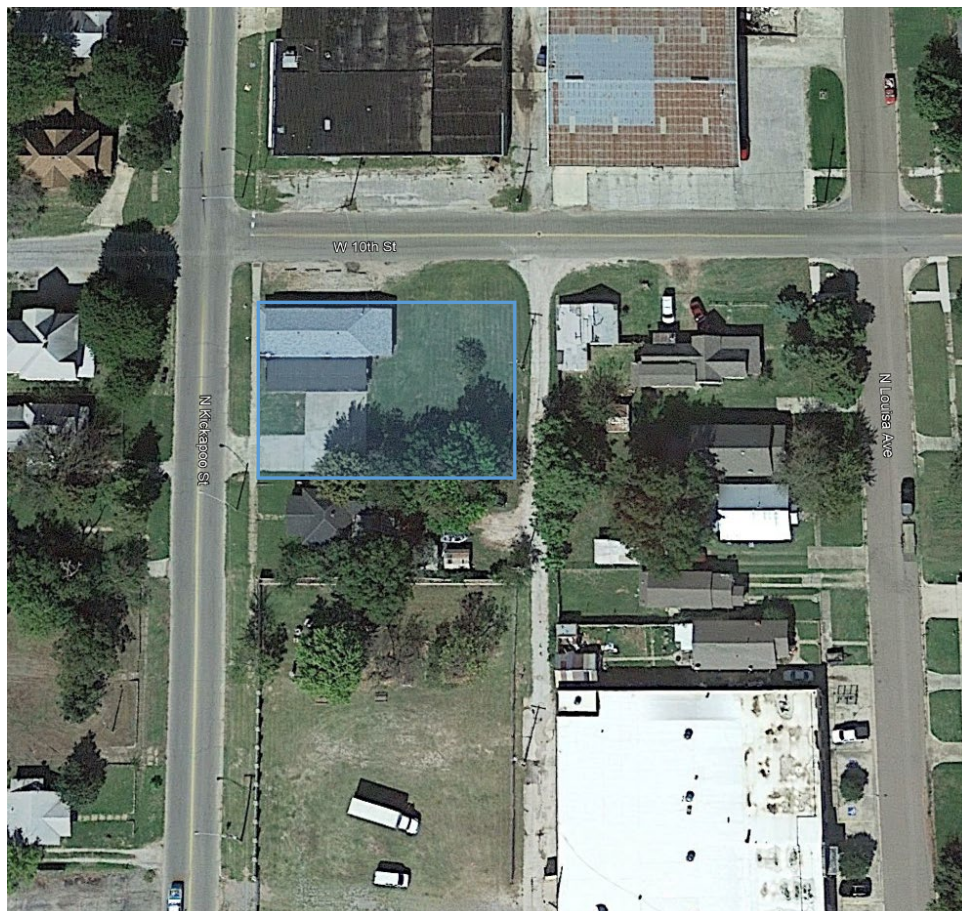
Size:	0.32 acres, more or less
Legal Description:	Lots 29, 30, 31 & 32, Block 19, Amended Plat to the City of Shawnee, Pottawatomie County, Oklahoma. Said portion of land contains 0.32 acres, more or less.
Property Status:	The property is currently vacant. It has about 100 feet of frontage along N. Kickapoo Street and 140 feet along W. 10 th Street. It as physical access from a concrete driveway off the east side of N Kickapoo Street and a gravel parking area off W 10 th Street. The parcel is regular in shape. The topography is level and the site is clear with the exception of the building and parking areas.
Zoning:	The property is zoned C-3 Commercial.
Flood Plain:	FEMA floodplain Category X – Area of Minimal Flood Hazard (Effective 5/16/2019)
Street Access:	The property fronts upon public streets.
Directions:	The subject property is located on the southeast corner of Kickapoo Street and W. 10 th Street in the city of Shawnee, Pottawatomie County, Oklahoma

Exhibit 1 - Aerial View of Subject Property

a.



b.



BID FORM

229 N Kickapoo Street, Shawnee, Oklahoma, 74801

Bidder (name): _____

Address: _____

Phone/Email: _____

Bid Amount: \$ _____ (Numerical Representation)

_____ Dollars and _____ Cents (Written Word)

Bids must be submitted by **4:00 PM** on **October 12, 2020** with **one** submittal to the **following** location:

City Clerk
 Shawnee City Hall
 16 West 9th Street
 Shawnee, OK 74801

SEE INSTRUCTIONS TO BIDDERS AND ENSURE COMPLIANCE
WITH ALL SUBMITTAL REQUIREMENTS

Conditions of Sale:

1. Fees and Costs. The City, at its expense, will prepare and record a Quit Claim or Warranty Deed for the Buyer. All other fees and costs to be paid by buyer.
2. Closing. The closing of this transaction shall be held at the earliest practical date consistent with the terms and conditions herein. However, closing shall be held no later than thirty (30) calendar days from the date of Bid Award by the City Commission.
3. Possession. Possession of the property shall be given to the buyer at the close of sale.
4. As-Is Sale of Property. Seller is selling the property in an "as is, where is" condition and buyer assumes any and all liability associated with the property. Buyer acknowledges that the seller has made no representations or warranties regarding the condition of the property or its use for any purpose.
5. Financing. Buyer represents ability to obtain financing necessary to close the transactions at their sole expense.
6. Agents, Commissions, Professional Advice. If the buyer is represented by a real estate broker or other person to whom a commission is owed in connection with this transaction, the buyer shall bear that cost alone.
7. Acceptance. Buyer's signature herein constitutes an offer to Seller to purchase the property herein. By his/her signature below, Buyer acknowledges receipt of a copy hereof.

Buyer:

Signature_____
Date_____
Printed Name

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
COUNTY _____ }

_____, of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the BUYER to submit the attached Bid. Affiant further states that the BUYER has not been a party to any collusion among the BIDDERS in restraint of freedom of competition by agreement to BID at a fixed price or to refrain from submitting a BID; or with any City official or employee as to quantity, quality, or price, or any other terms of said BID; or in any discussions between the BIDDERS and any City official concerning exchange of money or other thing of value for special consideration in the awarding of the BID; that the undersigned/BIDDER has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Shawnee, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the award of the BID pursuant to this BID.

BIDDER:

Signature

Date

Printed Name

Sworn before me this _____ day of _____, 2020

Notary Public

My commission expires _____

Regular Board of Commissioners

10.

Meeting Date: 10/19/2020

Sales Tax and Budget Reports

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and Budget Report.

Attachments

Sales Tax Report



Date: October 19, 2020
To: Honorable Mayor and City Commissioners
From: Ashley Neel, CPA, Finance Director and City Treasurer
Subject: October Sales and Use Tax Deposit

Sales and Use Tax Collections: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in October consist of September estimates and August final reported collections. Any taxes collected for months prior to August will include accrued late penalties and interest.

Sales Tax Collection Allocated by Fund:

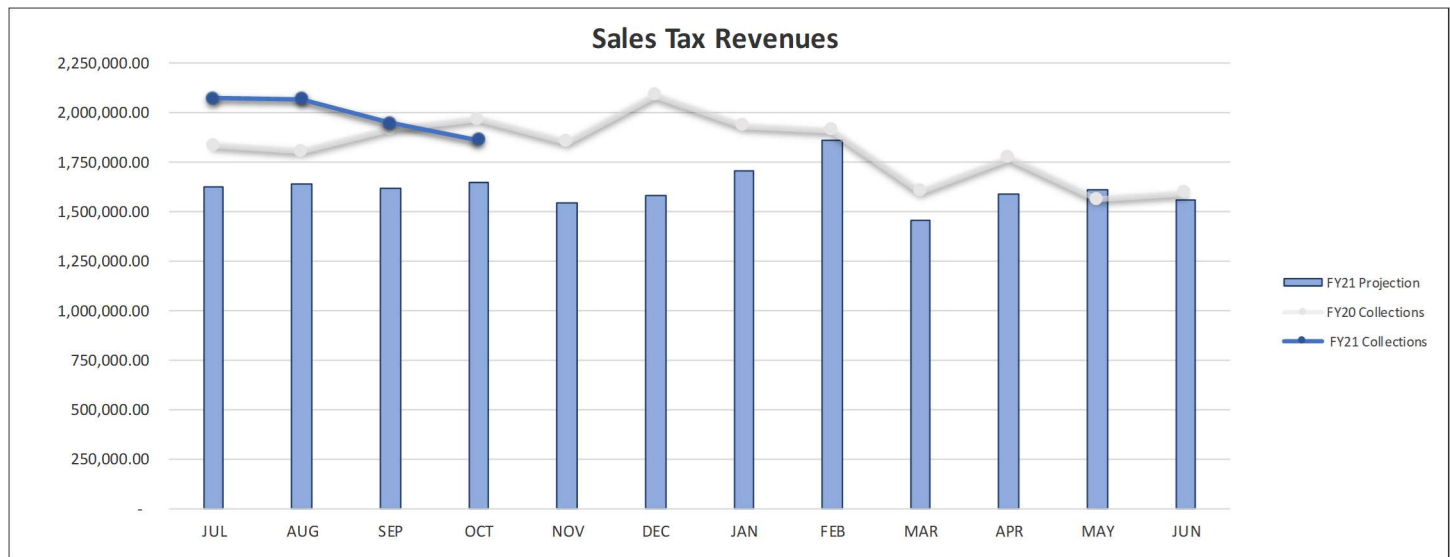
The October sales tax deposit was \$1,862,576.99, including interest of \$1,402.52, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,064,329.73
2018 Capital Improvements Fund	266,082.43
Capital Improvements Fund	206,213.89
Street Improvements Fund	232,822.11
Economic Development Fund	26,608.25
Police Sales Tax Fund	33,260.29
Fire Sales Tax Fund	33,260.29
Total Sales Taxes Collected	<u><u>\$ 1,862,576.99</u></u>

Finance Department Report:

Sales and use tax collections totaled \$2,077,385.23 for October 2020. It should be noted the sales tax estimate for FY 20-21 was based on a 12.5% reduction compared to the prior year budget. For the year, sales tax collections are up \$1,414,296 or 21.62%, over the projected budget year-to-date. Use tax collections are up approximately \$38,616, or 4.93%, over the projected budget year-to-date.

Fiscal Year 2021 Sales Tax Collections and Performance:

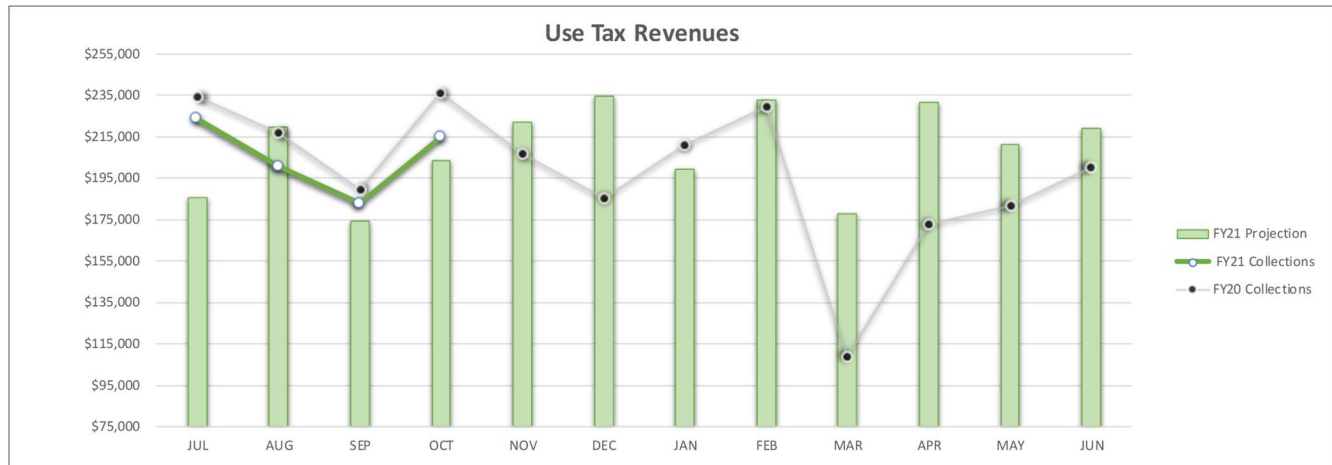


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (October 2020):	\$ 1,647,615	\$ 1,862,577	\$ 214,962	13.05%
Sales Tax Receipts (year-to-date):	\$ 6,540,480	\$ 7,954,775	\$ 1,414,296	21.62%

	October 2020	October 2019	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,862,577	\$ 1,965,935	\$ (103,358)	-5.26%

	Year To Date FY 2021	Year To Date FY 2020	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 7,954,775	\$ 7,523,075	\$ 431,700	5.74%

Fiscal Year 2021 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (October 2020):	\$ 203,664	\$ 214,808	\$ 11,144	5.47%
Use Tax Receipts (year-to-date):	\$ 783,351	\$ 821,967	\$ 38,616	4.93%

	October 2020	October 2019	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 214,808	\$ 236,219	\$ (21,411)	-9.06%

	Year To Date FY 2021	Year To Date FY 2020	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 821,967	\$ 876,601	\$ (54,634)	-6.23%